

# THANK YOU LETTERS: AN OVERVIEW

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## WHY TO SEND ONE:

### BECAUSE YOU WANT TO MAKE A POSITIVE IMPRESSION ON AN EMPLOYER

- √ One reason thank you letters work so well is that most people do not use them.
- √ By sending one, you are keeping your name fresh in the employer's mind.
- √ You are showing the receiver that you appreciate her/his help, or whatever it is she/he did for you.

## WHEN TO SEND ONE:

### WHEN YOU WANT SOMEONE TO REMEMBER YOU

- √ After a job interview
- √ After an informational interview
- √ When an employer has helped you in any way

## WHAT TO SAY:

### THANK THEM FOR THEIR ASSISTANCE IN:

- √ Taking time to talk to you
- √ Providing you with information
- √ Giving you a job lead
- √ Reviewing your resume
- √ Giving you advice
- √ Giving you a tour of their business

## Thank You Letters: A Checklist

- √ Letters may be typed in business format or neatly hand written on plain stationery.
- √ Double-check the interviewer's name, address, and title
- √ Begin with a sincere compliment. What aspect of the interview did you especially enjoy or appreciate? Did the company's plans or goals enthruse you? If they did, say so.
- √ Refresh the interviewer's memory by re-emphasizing one or two of your strengths with would be assets to the employer.
- √ If you are enclosing your resume, be sure to refer to it in the letter.
- √ Close the letter with a statement of interest. Employers enjoy hearing that the job opening they have is of high interest to you. You are not trying to convince an employer that you want a job; you are trying to convince an employer that you want a certain type of job.
- √ Send the letter as soon as possible following the interview. Try to get it in the mail on the day of the interview. You want the letter to reach the interviewer before a hiring decision is made.

## THANK YOU LETTERS: SAMPLE #1

Address

City, State, Zip

Phone number

Date

Person's Name

Position/Title

Company

Address

City, State, Zip

Dear \_\_\_\_\_ :

Thank you for taking the time to interview me. The \_\_\_\_\_ job sounds very interesting. I believe my skills and experience qualify me for this position. I am enthusiastic about the position and feel I could be an asset to your company.

Thank you again for your time. I look forward to hearing from you.

Sincerely,

Your Name

## SAMPLE #2

Your address

City, State, Zip

Phone

Date

Miss Ann T. Locks

Personnel Director

Acme Electronics

3400 Palo Verde Avenue

Tucson, AR 85726

Dear Miss Locks

Thank you so much for your interview today. I enjoyed meeting you and learning more about Acme Electronics.

Now I am even more interested in being part of your sales force. Acme's plan to increase the market area interests me, and the expansion sounds exciting. As I told you, I am single and available for travel.

Again, I do appreciate the opportunity to meet you. I hope to hear from you soon.

Respectfully,

Your Name

\*Additional resources and/or workshops may be available.  
Please check with our Resource Specialist.